



OPEN EXAMINATION CHEMIST

Final Filing Date: **December 31, 2004**
Bulletin Release Date: **November 19, 2004**
Written Test Date: **February 12, 2005**



TG05-8060 4HA93

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available through the Internet at http://www.spb.ca.gov/employment/employment_app2.htm, and at the testing office shown below. Applications may be filed in person or by mail with:

DEPARTMENT OF HEALTH SERVICES (916) 552-8340
SELECTION UNIT
In Person: 1501 Capitol Avenue, Suite 71.1501
By Mail: MS 1301
P.O. Box 997411
Sacramento, CA 95899-7411

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

FINAL FILING DATE: Applications must be submitted by **December 31, 2004**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing deadline will not be accepted.

SALARY RANGES:

Range A: \$3077-\$3507 per month. Incumbents who do not meet the Range B or Range C criteria.

Range B: \$3725-\$4458 per month. One year of satisfactory experience in the California state service performing duties comparable to Chemist, Range A; or two years of comparable professional chemistry experience outside of the California state service. Possession of a master's degree in chemistry, biochemistry, toxicology, or a closely related chemistry discipline from a recognized institution will substitute for the required experience.

Range C: \$4261-\$5110 per month. Two years of satisfactory experience in the California state service performing duties comparable to a Chemist, Range B; or three years of comparable professional chemistry experience outside of the California state service. Possession of a master's degree in chemistry, biochemistry, toxicology, or a closely related chemistry discipline from a recognized institution may be substituted for one year of experience; or possession of a doctorate in chemistry, biochemistry, toxicology, or a closely related chemistry discipline from a recognized institution may be substituted for two years of the experience.

WRITTEN TEST DATE: February 12, 2005. Written tests will be scheduled in Richmond and Los Angeles as the number of candidates and conditions warrant. If a candidate's notice of written test fails to reach him/her before the scheduled interview date due to a verified postal error, he/she will be rescheduled upon written request.

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION DESCRIPTION: This classification is the entry, intermediate, and full journey Chemist. Under close or general supervision, or general direction, incumbents perform a variety of the professional chemistry work within a laboratory, office, or field setting. Work can range from the less difficult to the more complex depending on increased independence and supervision received. Incumbents perform chemical, physical, or biological analyses; prepare standard and reagent solutions and samples for analysis; conduct surveys, investigations, inspections, and studies; draft preliminary or final reports and correspondence; answer questions from the public; perform quality control and assurance checks; serve as a technical witness; and do other related work.

Positions exist with the Department of Health Services in Alameda, Richmond and Los Angeles.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by **February 12, 2005**, the written test date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information will be rejected.**

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as Either I, or II, or III, etc.

Either I

Education: Possession of a Bachelor's or advanced degree with a major in chemistry, biochemistry, toxicology, or a closely related chemistry discipline from a recognized institution. (Admission to a master's or a doctoral degree program in chemistry, biochemistry, toxicology, or a closely related scientific discipline shall be considered to meet these education qualifications.)

Or II

Education: Possession of a Bachelor's or advanced degree with a major in a scientific discipline from a recognized institution with a total of 18 semester units in general chemistry, quantitative analysis, and organic chemistry with related laboratories. (Two years professional experience performing duties as a chemist, as defined in the scope of this specification, may be substituted for the required coursework.) **and**

Education as indicated above. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of a degree before they can be considered eligible for appointment.)

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

EXAMINATION INFORMATION: This examination will consist of a written test weighted 100%. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be scheduled to take a written test. Competitors who do not appear for the written test will be disqualified and eliminated from the examination process. The use of scientific calculators will be permitted.

The Department of Health Services reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

SCOPE: In addition to evaluating candidates' relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. Fundamentals of organic, inorganic, analytical, and physical chemistry and biochemistry.
2. Principles, procedures, instruments, and equipment used in quantitative and qualitative analyses.
3. Quality control and assurance.
4. Toxic and physical effects of compounds and substances.
5. Applicable laws, rules, or regulations.
6. Statistics, report writing, and research methods and procedures.
7. Personal computer and related office and instrument software.

Ability to:

1. Communicate effectively; perform accurate chemical analyses following standard to complex methods.
2. Set-up, adjust, calibrate, trouble-shoot, and maintain instruments.
3. Analyze and interpret test information.
4. Use, modify, or develop analytical procedures for specific needs.
5. Prepare and present evidence in court.
6. Testify as a witness.
7. Participate in research studies.
8. Prepare reports and papers for presentation or publication.
9. Analyze situations accurately and take effective action.
10. Maintain accurate records.
11. Inspect laboratories and make recommendations.
12. Use a personal computer and related office and instrument software.
13. Learn, interpret, and apply applicable laws, rules, and regulations.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assume a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

Veterans Preference: California law limits granting of veterans preference credits to entrance examinations <http://leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=18001-19000&file=18971-18979>. Directions for applying for veterans' preference credits are provided on the Veterans Preference Application form, which is available from the State Personnel Board or the department(s) shown on this announcement.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379